

Appendix 'B' – Meeting Agenda for March 14 CII Planning Meeting

AGENDA CONPLAN IMPROVEMENT INITIATIVE MEETING Thursday, March 14, 2002 St. Regis Hotel - Potomac Room

Registration - 8:30 to 9:00 AM

I. Opening - 9:00 to 9:30 AM

Welcome
Introductions
Purpose
Deadline
Ground Rules
Goal/Objectives for the Day
Schedule for the day

II. Addressing Streamlining and Performance Outcomes - 9:30 to 12:00

A) Purpose of ConPlan - 9:30 to 9:45 AM

Break - 9:45 to 10:00 AM

B) Strengths and Weaknesses/Improvements - 10:00 to 11:00 AM

C) Alternatives/Improvements/Outcomes- 11:00 to Noon

Lunch - Noon to 1:30 PM - On your own

III. Prioritizing Issues (What) - 1:30 to 2:30 PM

Break - 2:30 to 2:45 PM

IV. Develop Strategy and Action Plan - 2:45 to 4:00 PM

A) Process Options - How
B) Pilots
C) Who
D) Where/How and When

V. Wrap-Up - 4:00 to 4:30 PM

Summary of the day
Outcomes
Next Steps